

## MINUTES

### UTAH UBCC EDUCATION ADVISORY COMMITTEE MEETING July 16, 2013

Room 475 Fourth Floor – 1:00 p.m.  
Heber M. Wells Building  
Salt Lake City, UT 84111

**CONVENED:** 1:03 p.m.

**ADJOURNED:** 2:22 p.m.

**Construction CE Manager:**

Robyn Barkdull

**Board Secretary:**

Grant Allen

**Division Director:**

Mark Steinagel

**Committee Members Present:**

Rob Allen  
Kelly Bowthorpe  
Craig Browne  
John A. Chase  
Kathy LeMay  
Kevin Phillips  
Jim Thomas

**Committee Members Absent:**

Bill Bell  
Shane Honey

**Guests:**

Doug Fallon, Beehive Chapter ICC  
Robert Coleman, Beehive Chapter ICC  
Frank Berg, Fire Marshals Association of Utah  
Scott Roche, Structural Engineers Association of Utah  
Mike Molyneaux, Structural Engineers Association of Utah  
Michael McDonald, Utah Chapter ICC (via phone)

### TOPICS FOR DISCUSSION

**MINUTES:**

### DECISIONS AND RECOMMENDATIONS

Rob Allen made a motion to approve of the minutes from the April 16, 2013 meeting. Kevin Phillips seconded the motion. The motion passed unanimously.

**SWEAR IN NEW COMMITTEE MEMBERS**

Kelly Bowthorpe and John A. Chase were given oath of office and sworn in as committee members.

**SELECT NEW COMMITTEE CHAIRPERSON**

Rob Allen made a motion to nominate Craig Browne as the chairperson, Kathy LeMay seconded the motion. The motion passed unanimously.

**BUDGET REPORT FOR 2012-2013**

The budget reports were presented and reviewed by the Committee. Questions were asked and answered.

**REIMBURSEMENT REVIEWS FY 2012-2013:**

The committee discussed the question of the division bringing reimbursements that are over the approved instructor amount back to the committee for review.

It was decided the division would bring back those exceeding the approved amount for further review.

The committee reviewed the reimbursements from the Utah Chapter ICC for fiscal year 2012-2013. Michael McDonald, via phone on behalf of the Utah Chapter ICC, answered committee questions regarding the approval of additional amount for 3 reimbursements. Michael suggested that an additional line item be added to the reimbursement form, for instructor expenses. Craig Browne made a motion to approve the reimbursements for the amounts as they were submitted. Jim Thomas seconded the motion. The motion passed unanimously.

The committee discussed the reimbursement of the Bonneville Chapter ICC, which as submitted was over the original instructor approval amount. Kathy LeMay made a motion to approve the application as submitted. Kevin Phillips seconded the motion. The motion passed unanimously.

The committee discussed the reimbursement of Beehive Chapter ICC. Doug Fallon, on behalf of the Beehive Chapter ICC, answered committee questions regarding the reimbursement. Doug Fallon suggested that \$125 per hour is unrealistic and too low to obtain qualified instructors. Craig Browne proposed reevaluating the fee to a little higher, especially for out of state instructors. Kelly Bowthorpe asked about further clarification of the approval process. Rob Allen made a motion to approve the reimbursement. Craig Browne seconded the motion. The motion passed unanimously.

**APPLICATION FOR FUNDING GRANT REVIEW 2013-2014:**

Dave Berg, on behalf of the Fire Marshal's Association of Utah, presented 2 applications for a total of \$14,400. Kevin Phillips made a motion a motion to approve the applications. Jim Thomas seconded the motion. The motion passed unanimously.

Doug Fallon on behalf of the Beehive Chapter ICC presented 1 application for a total of \$21,000. Robyn Barkdull suggested that he break up the application into 3 separate applications because the trainings are 3 separate dates, which will allow easier processing. Craig Browne made a motion to approve the application that will be divided in the future. Rob Allen seconded the motion. The motion passed unanimously.

Mike Molyneux, on behalf of the Structural Engineers Association of Utah, presented 1 application for a total of \$14,700. The committee discussed questions regarding the amount of the instructor fees. Kathy LeMay suggested that the SEAU could have an additional amount for instructors fees. Scott Roche asked to modify the application amount. Craig Browne made a motion to approve the application for 23,700 allowing them to increase instructor fees to 15,000. Rob Allen seconded the motion. The motion passed unanimously.

The committee asked to add a discussion of amending the \$125 per hour for instructors fees to the August agenda.

DOPL will change the reimbursement form to add a line item to show break down of costs for the instructors fess.

Committee discussed option of teleconferencing to future meetings. It was decided that option could be made available for those who choose.

**NEXT MEETING:**

The next committee meeting is scheduled for Tuesday, August 20, 2013 at 1:00 p.m. in Room 475 (Fourth Floor) of the Heber M. Wells Building, Salt Lake City, Utah.

**ADJOURN:**

Adjourned at 2:22 p.m. (no motion required)

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

Date Approved Craig Browne  
Chairperson, UBCC Education Advisory Committee

Date Approved Robyn Barkdull  
Construction CE Manager, Division of Occupational and  
Professional Licensing